

JUDICIAL BRANCH CERTIFICATION COMMISSION

PROVISIONALLY CERTIFIED GUARDIAN APPLICANT CHECKLIST

Do you qualify?

- ☐ at least 21 years old
- ☐ high school diploma or GED
- ☐ must have a designated certified guardian supervisor

Has your criminal history record search been done?

- ☐ criminal history record by fingerprint search
 - search performed no more than 90 days before you apply for provisional certification
 - results go directly to the JBCC

Is your application form complete?

- ☐ mailing and business contact information is provided
- ☐ no spaces have been left blank
 - for example: if you do not have a college degree, indicate "N/A"
- ☐ application is signed
- ☐ name, contact information, certification number and signature of your designated certified guardian supervisor

Have you paid your application fee?

- ☐ \$25 fee required

Please Note:

- Payment must be submitted with your application form.
- You may submit your application before you have your fingerprints taken. Your application will be held pending receipt of your criminal history record information.
- Once you qualify for certification, you must apply for certification; it is not automatic when you pass the required exam, or when you have enough experience, or earn your degree, or complete an approved course of study.
- Provisionally certified guardians are subject to the continuing education requirements established by the JBCC. You will be required to report and verify your continuing education hours when you apply for certification.